

ISF003  
C 09/95  
R 01/06



**INTEGRATED STATEWIDE INFORMATION SYSTEMS  
ADVANCED GOVERNMENT PURCHASING SYSTEM (AGPS)  
TRAINING REQUEST FORM**

***TRAINEE INFORMATION (please print)***

*All Trainee Information Fields Must be Completed With the Exception of SSN and Special Requirements*

<b>Name:</b>	<b>Agency #:</b>
<b>SSN:</b>	<b>Agency Name:</b>
<b>Personnel No.:</b>	<b>Work City:</b>
<b>E-mail Address:</b>	<b>Special Requirements:</b>
<b>Phone:</b>	
<b>BR Messenger Mail or Postal Mailing</b>	
<b>Address for delivery of Self-Study Guides:</b>	
<i>(Only required if Self-Study course selected)</i>	

*Click in the box to the right of each requested course number. Anyone not attending an AGPS or CFMS class previously must complete AGPS/CFMS Navigation.*

<i>Instructor Led Classes</i>		
AGPS/CFMS Navigation (3 hours)	<i>Self-Study Course Also Available</i>	AGP014 <input type="checkbox"/>
Commodity / State Contracts (3 1/2 hours)	<i>Prerequisite: Navigation</i>	AGP008 <input type="checkbox"/>
Requisitions (1 day)	<i>Prerequisite: Navigation, Commodity/Contract</i>	AGP001 <input type="checkbox"/>
Orders (1 day)	<i>Prerequisite: Navigation, Commodity/Contract</i>	AGP011 <input type="checkbox"/>
Change Orders (1/2 day)	<i>Prerequisite: Navigation, Commodity/Contract, Orders</i>	AGP010 <input type="checkbox"/>
Solicitations (1 day)	<i>Prerequisite: Navigation, Commodity/Contract, Requisitions</i>	AGP002 <input type="checkbox"/>
Invoices and Payments (1 day)	<i>Prerequisite: Navigation</i>	AGP013 <input type="checkbox"/>
<i>Self-Study Guides</i>		
AGPS/CFMS Navigation		AGP016 <input type="checkbox"/>
Electronic Approvals	<i>Prerequisite: Navigation</i>	AGP015 <input type="checkbox"/>
Receipts Processing	<i>Prerequisite: Navigation</i>	AGP017 <input type="checkbox"/>

ISIS Liaison/Training Coordinator Approval	Date	Phone

For information concerning submission of completed forms: <http://www.doa.louisiana.gov/ois/service/forms/submission.htm>

For a complete description of each course: <http://www.doa.louisiana.gov/ois/service/training/courses/agpsdirectory.htm>